

# Literacy Center Volunteer Application

## Part One: General Information

Name: \_\_\_\_\_ Date of Birth: \* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ E-mail: \_\_\_\_\_

Ethnicity: \* \_\_\_\_\_ Place of Birth: \* \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

How did you hear about the Literacy Center? \_\_\_\_\_

Why do you want to volunteer at the Literacy Center? \_\_\_\_\_

**\* NOTE: Your answer to these questions is optional and is only used for statistical purposes:** The Literacy Center for the Midlands is committed to avoiding discrimination in all its employment and service delivery practices including staff and volunteer recruitment, hiring, compensation, fringe benefits, staff development and training, promotion, termination, outreach and referral. The LCM will not discriminate against persons because of sex, race, color, religion, class, national origin, age, political or union affiliation, marital status, or sexual orientation, and will not allow such protected status to hinder access to either employment or services delivered by the LCM. Physical and mental handicaps will be considered only as they relate to bona fide paid or volunteer job requirements.

## Part Two: Education/Training/Skills

Most recent completed: H.S. Diploma    Some College    Undergraduate Degree    Graduate Degree

Areas studied: \_\_\_\_\_

Special Skills/Certificates: \_\_\_\_\_

Do you speak/read/write another language? Which language? \_\_\_\_\_

Do you have past experience teaching or tutoring? If so, what? \_\_\_\_\_

## Part Three: Volunteer Experience

Have you ever been a volunteer? Y N Please list current or most recent volunteer experience first:

Organization	Title/Position	Dates

Please complete back of application

### Part Four: Interests

What areas of the Literacy Center are interested in volunteering?

- \_\_\_ **Basic Literacy Volunteer** (One-to-one or in a group with American students improving reading and writing)
- \_\_\_ **English as a Second Language Volunteer** (One-to-one or in a group with students who are learning to speak English)
- \_\_\_ **Family Literacy Volunteer** (Working with children and their parents who are learning to read)
- \_\_\_ **Reach Out and Read** (Book sorting or story time reader)
- \_\_\_ **Office Volunteer or Special Project**

### Part Five: Availability

When are you available to volunteer? Please be specific: (ex. Mondays and Wednesdays after 4:00pm) \_\_\_\_\_

\_\_\_\_\_

### Part Six: Location

In regards to finding an appropriate location for your volunteering assignment:

Will you be using public transportation to travel to and from your assignment? \_\_\_\_\_

Will your volunteering location need to be equipped with a ramp or elevator system? \_\_\_\_\_

### Part Seven: References

Please list two non-family references.

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ How long: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ How long: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

### Part Eight: Applicant Statement

The information in my application is true and complete to the best of my knowledge. I understand that any false statement or information given is sufficient for elimination from consideration or grounds for immediate termination from the program. I authorize the Literacy Center for the Midlands to contact volunteer organizations listed as well as the references I have provided. I also authorize these organizations or individuals to release information to the Literacy Center regarding my job knowledge, skills and performance. I hereby release the Literacy Center for the Midlands as well as those contacted by the Literacy Center from any liability that results from the furnishing of information requested.

I understand the completion of this application does not guarantee my acceptance as a volunteer and that the Literacy Center has the right to refuse my services. If accepted as a volunteer, I understand that any training I receive is to be considered volunteer training for the Literacy Center for the Midlands and does not qualify as certification towards working in other programs or organizations other than the Literacy Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_